

Department of Administration



200 South President Street
Post Office Box 17
Jackson, Mississippi 39205-0017

September 04, 2014

NOTICE TO DEALERS IN ENVIRONMENTAL SERVICES:

DUE DATE & WHERE

Sealed, signed bids are invited and will be received by the City of Jackson, Mississippi, until 3:30 P.M. in the City Clerk's Office. **The bid must be stamped in by 3:30 P.M., Tuesday, September 30, 2014**, at which time said bids, will be publicly opened at the City Hall located at 219 S. President Street, Jackson, MS 39201 for the following:

**Twelve-Month Sale of Recycle Refrigerators, Other White Goods,
Air Conditioners, Gas Tanks and Various Scrap Metals**

Term: December 01, 2014 through November 30, 2015

See attached Specifications/Descriptions

SPECIFICATION QUESTIONS

For additional information regarding specifications contact: Wanda Knotts, Manager, Solid Waste Division, Department of Public Works, (601) 960-1193.

EBO REQUIRED

The City of Jackson is committed to the principle of non-discrimination in Public Purchasing. It is the policy of the City of Jackson to promote full and equal business opportunities for all persons doing business with the City. As a pre-condition to selection, each contractor, bidder or offer shall submit a completed and signed Equal Business Opportunity (EBO) Plan Application, with each bid submission in accordance with the provisions set forth by the authority of the City of Jackson's EBO Ordinance. Failure to comply with the City's EBO Ordinance shall disqualify a contractor, bidder or offer, from being awarded an eligible contract. For more information on the City EBO Program, please contact the Office of Economic Development at (601) 960-1638. Copies of the EBO Ordinance, EBO Plan Application and a copy of the EBO Program are available with the Office of Economic Development at 200 South President Street, Second Floor, Jackson, Mississippi.

BID PACKAGE REQUEST

Bid Package with specifications may be secured from the City of Jackson's website at www.jacksonms.gov, or the Purchasing Division located in the Warren Hood Building, 200 S. President St., Room 604, Jackson, MS 39201, Phone no. (601) 960-1025.

SUBMITTING A BID AND NOTES

1. You are required to submit three (3) copies: one (1) original and two (2) copies to include: **(proposal form), (completed EBO application)** and any additional information you submit: e.g. **(warranty, research data sheets, booklets, pamphlets, etc.)** or your bid will be considered non-responsive.

2. **Your completed and signed proposal pricing section must be returned along with all required/mandatory documents:** e.g. (bids with multiple sections, parts, pages and/or a check list).
3. Your bid price(s) must be submitted on the proposal form provided by the City unless otherwise instructed
4. Do not return the instruction and specification section with your proposal forms. Retain these documents for your files. (Only return, required warranty, detail check-off list and equipment documents.)
5. Proposal Forms must be legibly handwritten or typed; if not, they will be considered non-responsive. All errors or corrections must be crossed out and changes must be printed in ink or typewritten. All changes must be initialed in ink by the representative signing the bid.
6. The unit price will always govern in determining the extended price or the total. **Please, review your price(s) carefully before submitting your bid.** No bid shall be altered or amended after the specified time for bid opening or once delivered.
7. **The (manufacturer's name) and (model number) must be stated when required for each item.** Any item without this information may not be considered.

ALTERNATIVE BIDS AND NOTES

8. Alternate bids are not acceptable, unless submitted in a separate sealed envelope. Do not submit prices for more than one product or the same product per item. Only one product, size and price per bid item as specified in the bid package.
9. Alternate bids may be submitted but not necessarily accepted by the City. The City reserves the right to determine whether an alternative bid offered is equivalent to and meets the standards and/or specifications stated. **Alternative bids must be submitted on the bid proposal form furnished by the City of Jackson, (include any additional required copies).** Otherwise, the bids will not be considered.
10. Any bid received with limiting or conditional requirements will automatically be deemed non-responsive.

Example:
 1. All or none
 2. All items must be ordered at the same time.
 3. Specified amount to be ordered.
 4. No notation or other packaging pricing below the submitted price.
11. Bid openings will be conducted and open to the public. However, they will serve only for the opening and reading of the bid price and in no way considered as an award.

WHERE TO SEND BID AND NOTES

12. Please send three (3) signed copies: one (1) original and two (2) copies in a sealed envelope addressed to: City Clerk's Office of Jackson P. O. Box 17, Jackson, MS 39205 or hand delivered to the City Clerk's Office of Jackson, 219 South President Street, Jackson, MS 39201 until 3:30 P.M. per the above instructions.
13. **Only One (1) complete bid submission allowed per delivery envelope, if more than one bid proposal is submitted per a delivery envelope, it will not be accepted as an official bid.**

14. As required, write on the outside of the delivery envelope the (entire bid number) and (return address.)
15. Facsimile transmitted bids or other documents are not acceptable.

EMPLOYEE BIDDING

16. It is illegal for any City official, employee and/or immediate family member to serve as a vendor for the City of Jackson. Bidding by city employees is prohibited. It is hereby declared unlawful for any city official to: bid on, sell, or offer for sale any merchandise, services, equipment, material, or similar commodity, during the tenure of his or her employment, or for the period prescribed by law thereafter, or to have any interest in the selling of the same to the City of Jackson. (§ 25-4-105) (Miss Code 1972 as amended)

SUBMITTING A NO BID

17. Submit only one (1) proposal form indicate: "No Bid", (Company's Name/Address) and (Sign).
18. As required, on the outside of the deliver envelope indicate: (No Bid) and (Entire Bid Number). All "No Bids" should be submitted on the same scheduled opening date and time to be recorded with all other bids.

CITY OF JACKSON RIGHTS

19. The City reserves the right to waive any general, special conditions and/or minor specification deviation when considered to be in the best interest of the City of Jackson, providing such waiver is not given so as to deliberately favor any single vendor and would have the same effect on all vendors. The City reserves the right to reject any and all bids. The City reserves the right to waive any and all informalities in respect to any bid submitted. Bid awards will be made to the lowest and best bidder quoting the lowest net price in accordance with specifications. The award could be according to the lowest cost per item or to the lowest total cost for all items; or to accept all or part of any proposal. Where it is known prior to advertising that the City's intention is to award according to the lowest total cost for all items, or in some variation thereof, this statement will be included on the proposal form. Absence of such statements means the City will make that determination during the bid tabulation. Delivery time may be considered when evaluating the bid proposal.

VENDOR BID AGREEMENT

20. One-time bid awards: must be valid for a minimum of 60 days from the bid opening date.
21. Term bid awards: must be valid for the duration of the terms defined in the proposal for each bid. Vendors may not withdraw a bid prior to the end of 60 days or the stated terms of said bid. Vendors who do not comply with this requirement shall be considered non-responsive.

By signing this bid proposal, the vendor agrees to hold the submitted bid price firm for the term of the bid stated. Only if it applies, the vendor understands the estimated quantity stated and amount to be ordered may be over or below the estimated usage stated in the bid. This is not in any way a guaranteed amount to be ordered. A purchase order will be issued by the Purchasing Division for the requested quantity to be ordered from the using department

The vendor should understand their failure to stand behind the agreement could cause a statement of failure to perform to be placed in the company's file and/or the company to be placed on hold with the City of Jackson or the agreement of award to be cancelled. By signing the bid, you understand and agree to all the terms of the bid.

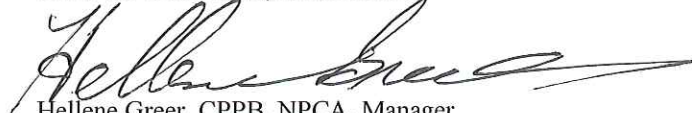
DELIVERY & OTHER COST

This order is to be delivered F.O.B., prepaid and allowed, Jackson, Mississippi, within the number of days stated after the receipt of our purchase order. "Note, all cost must be included in the bid price." No additional cost can be attached to a bid order.

TAXES

SALES TAX AND FEDERAL EXCISE TAX ARE NOT TO BE INCLUDED IN ANY BID PRICE. THE CITY OF JACKSON ASSUMES NO TAX LIABILITY.

CITY OF JACKSON, MISSISSIPPI



Hellene Greer, CPPB, NPCA, Manager
Purchasing Division

SPECIFICATIONS

Twelve-Month Sale of recycle - Refrigerators, Other White Goods, Air Conditioners, Gas Tanks
and Various Scrap Metals

All freight expenses are to be paid by the BUYER direct to the SHIPPER (if applicable)

The material should be picked up from:

City of Jackson
Solid Waste Collection Facility
6810 I-55 Frontage Road
South Byram Exit
Jackson, MS 39202

Fire Garage
303 Oak Dale Street
Jackson, MS 39202

Municipal Garage
4225 Building C
Michael Avalon
Jackson, MS 39205

Pickup Time
Hours: 7:00 a.m. – 4:00 p.m.
Monday through Saturday

For more information concerning this material contact:

Darrell Bass
(601)960-1193

or

Wanda Knotts
(601)960-1193

Payment for material should be made payable to the City of Jackson, Mississippi and mailed to the
attention of:

City of Jackson
Solid Waste Division
P.O. Box 17
Jackson, MS 39205

Intent - The intent of these specifications is to award an annual contract to pick up miscellaneous scrap metal and white goods/refrigerators from the City of Jackson Class I Rubbish Landfill, 6810 I-55 South Frontage Road, Byram, MS 39272, on an "as called" basis and pay the City of Jackson a specified price. The City estimates the number of collection pickups per year to be 35-45 trips. Payment for scrap metal and white goods will be based on a "per ton" basis using the incoming and outgoing weights as measured at the certified facility.

Contractor shall provide one copy of the weight ticket to the Solid Waste Division with payment for each pickup. Contractor agrees to pay the City of Jackson within 30 days after the removal of surplus property at the contracted price.

Contract Period - This contract begins December 1, 2014 and runs through September 30 2015.

Award -Award will be made in its entirety to one vendor. Final bid award will be made based on the highest priced paid to the City and most responsible bid meeting specifications.

Renewal Option - This contract is subject to consideration for two renewals with each renewal being for a one-year period of time and under the same terms and conditions as awarded or with negotiated higher pricing. Each renewal option may be exercised by the City of Jackson with written agreement by contractor.

Requirements:

The quantity is approximate only and is subject to either increase or decrease. The bidder must agree to purchase any increased or decreased quantities at the unit price bid. All "White Goods" shall be accepted in an "as is" condition. The contractor shall recycle "White Goods" to the maximum extent possible.

The vendor awarded this bid shall provide the (3) specified City of Jackson facilities listed above: all personnel, equipment, (including a minimum of (2) 40 cubic yard, open top roll of containers and covers at the Solid Waste Collection Facility at 6810 I-55 Frontage Road, and (1) dumpster and cover at the other 2 specified locations), and other resources for the packing, loading and transporting of the recyclable equipment. Containers must be elevated off the ground and capable of holding a minimum of 4,000 tons. The vendor shall leave a replacement container whenever they retrieve a container.

The containers shall be in good condition and pose no threat or hazard to City employees or any person within the City's geographic borders while located at the City's landfill or while being moved in transit (within the City or outside its borders) or being moved for the purposes of retrieval/delivery.

Collection shall be at least once every month during the term of the bid and shall be within (24) hours of the City's request for collection. Extreme and/or frequent tardiness in servicing the containers or not complying with other specified requirements of this bid shall be grounds to cancel the contract, at the discretion of the City. Payment to the City shall be made within 30 days of servicing the storage containers. The City of Jackson expects to receive fifty percent (50%) of the sale. A copy of the weight ticket should be provided to the City and a statement indicating the weight and the price per ton being paid.

Payment shall be made based on the net weight of metals retrieved by the vendor for recycling. The vendor shall own and operate, at their facility, a state certified scale of sufficient capacity and precision to accurately weigh containers. The vendor awarded this bid shall provide the City with a copy of the State Certification before a Notice to Proceed will be issued. The contractor shall adhere to all Local, State, and Federal laws and regulations.

The vendor awarded this bid contract will be responsible for the removal of Freon, oil and compressors from units requiring such. The vendor shall adhere to all Environmental Protection Agency regulations and be certified by the EPA in refrigerant recovery. The vendor shall meet all requirements of the Clean Air Act.

Contractor agrees to requirements listed on previous page.

_____ YES _____ NO

Contractor agrees to provide a minimum of two (2) 40 cubic yard, open top roll off storage containers to be located at the City of Jackson Landfill.

_____ YES _____ NO

Signature of Certifying Official of Company

Title

Company Name

Phone Number

Recycling- A copy of the EPA Refrigerant Recovery or Recycling Device Acquisition Certificate Form **must be included with the bid.**

ENVIRONMENTAL COMMITMENT & COMPLIANCE

Attachment 1

Because the City of Jackson is committed to protecting the environment and becoming a successful environmentally sustainable community, it is essential that environmental considerations be a part of all City activities and operations. This commitment is demonstrated through;

- Compliance
- Environmental Sustainability
- Continued Improvement
- Pollution Prevention

As a contactor/vendor/consultant for the City of Jackson your environmental performance is critical in meeting the City's commitment to protect the environment and comply with all environmental laws and regulations.

There are many laws and regulations relating to the protection of the environment. In these laws, all persons share responsibility for the environment. It is your responsibility as a contractor to know which laws, regulations, approvals or permits relate to the work you are doing for the City of Jackson. It is also your responsibility as a contractor to comply with all applicable laws and ensure all requirements imposed by these laws are met.

The City of Jackson has a commitment to being good stewards of the environment. We expect your commitment, as a City contractor/vendor/consultant, to the same goal.

ENVIRONMENTAL STEWARDSHIP

Attachment 2

Recognizing the importance of exercising positive environmental stewardship, The City of Jackson is proactive in encouraging environmentally-sound practices in our operations and among our residents, businesses, and suppliers. Please review the specifications or scope of work for this solicitation for any environmental requirements.

Check any of the following which apply to your business operation, and list details:

____ Recycling _____

____ Energy Efficiency Practices _____

_____ Environmentally Preferred _____

_____ Water/Energy Conservation _____

_____ Air Quality/Emissions _____

_____ Disposal Practices _____

_____ Other Environmentally Friendly Practices _____

CITY OF JACKSON, MISSISSIPPI
PROPOSAL FORM

PLEASE RETURN THIS SECTION IN ITS ENTIRETY

NOTICE TO BIDDERS:

FOR DELIVERY OR MAILING INSTRUCTIONS:

1. Submit one (1) original and two (2) copies of your Bid Package.
2. MAILING ADDRESS: City Clerk's Office of Jackson
Post Office Box 17
Jackson, MS 39205
3. DELIVERY ADDRESS: City Clerk's Office of Jackson
219 South President Street
Jackson, MS 39201
4. Note the following on the outside of your bid envelope:
Bid No. 96270-093014; to be opened September 30, 201

In accordance with your Notice of September 04 & 11, 2014, I bid as follows:

Twelve-Month Sale of Recycle Refrigerators, Other White Goods,
Air Conditioners, Gas Tanks and Various Scrap Metals

Term: December 01, 2014 through November 30, 2015

COMPANY NAME _____			
ITEM	QTY.	DESCRIPTION	UNIT PRICE PURCHASE PER TON
1.	1	Sale of recycle – refrigerators, other white goods, air conditioners and gas tanks – estimated sale is 3,000 to 4,000 tons for the term	\$ _____
2.	1	Sale of various scrap metals – estimated sale is 3,000 to 4,000 tons for the term	\$ _____

The above shall comply with the specifications included in the Notice to Dealers, with any and all exceptions noted in a separate document.

Do not submit prices for more than one product, or the same product per item. Alternate bids are not acceptable, unless submitted in a separate sealed envelope.

This bid must be valid for 60 days after bid opening. If this bid is good for longer than 60 days, then state how long this bid is good for _____.

The above will be delivered F.O.B., prepaid and allowed, Jackson, Mississippi, within _____ days after receipt of your purchase order.

**SALES TAX AND FEDERAL EXCISE TAX ARE NOT TO BE INCLUDED IN ABOVE PRICE.
THE CITY OF JACKSON ASSUMES NO TAX LIABILITY**

BID SUBMITTED BY:

PLEASE TYPE OR PRINT

**Complete Legal Name
of Bidder:** _____

**Mailing
Address:** _____

City: _____ **State:** _____ **Zip Code:** _____

Physical Address, Principal Place of Business: _____

City: _____ **State:** _____ **Zip Code:** _____

Name of Person Submitting Proposal: _____

Signature of Person Submitting Proposal: _____
(Required)

Date: _____, 2014 **E-Mail Address:** _____

Telephone No.: _____ / _____ **Fax No.:** _____ / _____

****The (EBO) Application form must be completed by all vendors and returned with ALL bids. The EBO staff is available at, (601) 960-1856 to assist you with any questions you may have in preparing the EBO Application.**